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### How to Add Creditors

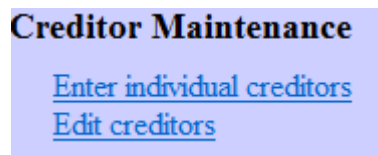
**Step 1** Click **Bankruptcy** on the Main Menu Bar.



**Step 2** Select **Creditor Maintenance**



**Step 3** Click on **Enter individual creditors**



**Step 4** Enter the case number in yy-nnnnn format and click **Next**. Check the case name and number to be sure it is the correct case.

**Step 5** At the **Add Creditor(s)** screen enter the name and address of the creditor(s) being added to the case, leaving at least one per space creditor's address. When you have entered the last creditor, click **Next**.

**FORMAT** for adding creditors is as follows:

Name: XYZ Mortgage Company  
Address 1: c/o Joe Lawyer, Esq.  
Address 2: P.O. Box 25  
Address 3: Boston, MA 02114  
Address 4:  
Address 5:

**Note:** Do not change Creditor Committee default.

**Add Creditor(s)**

Case 12-10007 already contains creditors!

Case number 12-10007 Norman Stubbs and Emma Stubbs

Name may be 50 characters. Address may be 5 lines, 40 characters each.  
More than one creditor may be entered. Separate creditors with a blank line.

**Name and Address**

XYZ Mortgage Company  
c/o Joe Lawyer, Esq.  
P.O. Box 25  
Boston, MA 02114

Belden Jewelers

**Creditor type** Creditor

**Creditor committee** ☒ No ☐ Yes    **Entity** ☐

**Step 6**      The next screen displays the case number and the number of creditors added to the database during this transaction.

**Add Creditor(s)**

**Total Creditors Entered 2**

**Step 7**      Click **Submit** and you will get the receipt of creditors added to the case.

**Creditors Receipt**

Case Number	1:11-bk-10007
Total Creditors Added to Database	1

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